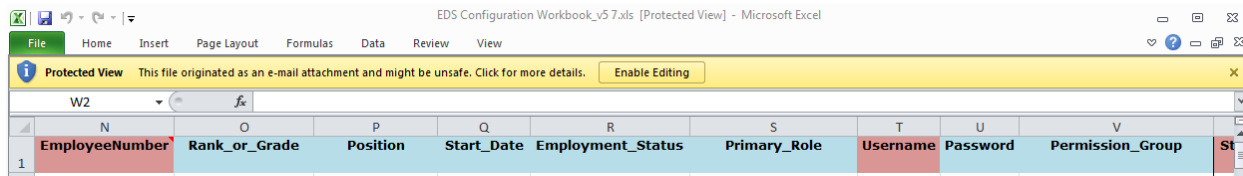


GSFMO Version

When you open the spread sheet the first thing you need to do is click the Enable Editing button, otherwise the program will not allow you to enter the information.




There are five tabs along the bottom. The only ones you need to fill out are Staff, Fire Certification, Stations, and Vehicles.

All boxes that are reddish color are mandatory fields! Please start entering data in the first row below the column headings.

Start with the **Staff** tab

A	B	C	D	E
Last_Name	First_Name	Middle_Name	Email	Address



Column N, EmployeeNumber is the **GFSTC Employee number**

****This number Auto populates on the "Fire Certification," Tab under, "EmployeeNumber."****

N
EmployeeNumber

(This does NOT apply if you use the GEMSIS ImageTrend for EMS. You will have the same login)

Column T, choose a Username for login. An automatic initial password will be selected, then at login you will be asked to create a new password.

****Leave the "Password" Column Blank (It is the Blacked out column)****

Choose from the following username templates (Examples):

- First name . last name (blake.beckham) *This one is Suggested*
- First initial _ Last name (b_beckham)
- First initial last name (bbeckham)
- Last name _ first initial (Beckham_b)


T	U
Username	Password

Column W (State Certification Level) has a drop down list click for both. In the box under the heading, use the drop down arrow to the right

Record LATEST certification. Previous certification will be added by local admin manually or on here with each row being a different certification.

****This is For EMS State, State Certification for Fire, is under the "Fire Certification" Tab****

(This does NOT apply if you use the GEMSIS ImageTrend for EMS.)

W
State_Certification_Level


Column AD Primary Service ID is the **FDID** of the main department they are employed by. If you only work for one station please enter that FDID for this is a **Mandatory** field.

AD
Primary_Service_ID

Column AE, AF, and AG are if you have more than one department combined. Add the FD name here if they work for multiple FD's

AE	AF	AG
Association1	Association2	Association3

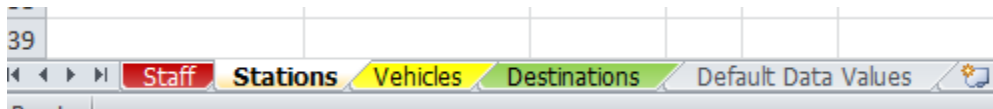
Fire Certification Tab

Column A, "EmployeeNumber," Add each Certification per row if more than 1 certification.

Column B, "Primary Role," just like the "staff" tab, this is the main job of the employee

Columns C-F is for the Fire State Certification

Stations Tab



All columns A-H need to be completed.

****Column B will auto populate Column O on the "vehicles" tab****

A	B	C	D	E	F	G	H
Station_Number	Station_Name	Address	City	State	Postal_Code	Phone	Service_ID

Column A is a single number (1-20)

Column B is the name of the station (i.e. Station 2 or Foggybottom Station)

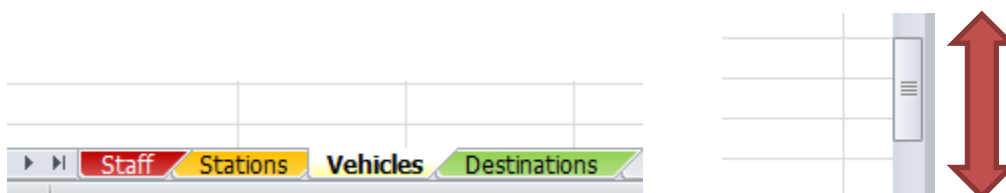
Column C - G are self-explanatory.

A	B
Station_Number	Station_Name

Column H is the FDID number

Service_ID	
This is the Agency ID of the service that owns/uses this station	

On the **Vehicles** tab; you may have to (on right side of screen) scroll up on the spread sheet till you get to the top.



Column A has a drop down list you will choose Fire which will black out Column C "Call_Sign" which is not needed when Fire is the choice.


	A	
1	Vehicle_Category	Un
2		

	A	B	C
1	Vehicle_Category	UnitNumber	Call_Sign
2	Fire		

Column B is the vehicle number. If you look in the right corner there is a little red tag if you click on the words Unitnumber a box will appear with description

B	C	D
UnitNumber	Ca	
This is the unique ID number of the unit which is specific for each vehicle; typically the VIN associated with the vehicle.		

In Column's D, E, G and H there are drop down list to choose correct answer.

D	E	F	G	H
Vehicle_Resource_and_Category_Type	Mutual_Aid_Type	Apparatus_ID	FIRE_Apparatus_Type	Primary_Use
				

Column F has the information box, click on the words Apparatus ID it will give you a brief description of what is requested here.

Apparatus_ID	This is the unique number of the apparatus to be used for NFIRS reporting; only vehicles with an 'Apparatus ID' will display on the NFIRS run form.
	This field is only required if the Vehicle Category is 'Fire' or 'Both'
	Cannot be more than 10 characters. Only the first 5 will be exported for NFIRS

Column M if you click on the words it will tell you *this field is only required if the Vehicle Category is EMS or Both* so yours should be Fire so this is not necessary. Please refer back to Vehicles Row A

M	N	O	P	Q
EMS_Default_Use	This field is only required if the Vehicle Category is 'EMS' or 'Both'			

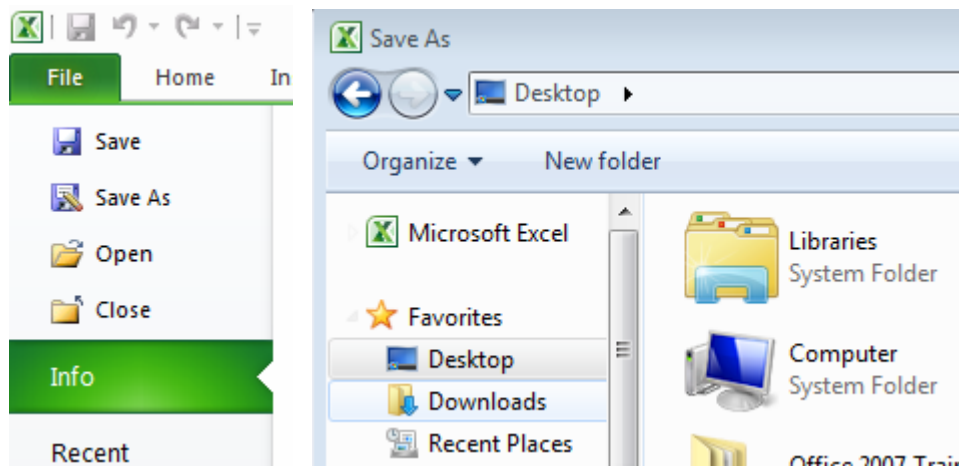
Column N and O are your FDID and Station Name

N	O
<u>Service_ID</u>	This is the AgencyID of the Service that owns the vehicle

<u>Station_Name</u>	This is the station name that owns the vehicle

Station_Name	This is the station name that owns the vehicle

At this point you are almost finished. I will need you to go up to your file at top on left and click save as. Make sure you save it where you can find it. Your desktop would be the easiest.



All you need to do now is open your email, and send it [Here](#). Don't forget to **attach the file**.